Employee Drug-Free Workplace Education

Mrs. Donna Butte

Mrs. Katie Adkins

Drug Demand Reduction Program

Drug Demand Reduction Program Mission

- **Deter and Detect**
  - **Maintain the health and wellness of a fit and ready fighting force and a drug-free Air Force Community**
  - **Deter military and civilian members from using and abusing illegal and/or prescription drugs**
  - **Assist commanders in assessing the security, fitness, readiness, good order, and discipline of their commands**
  - **Detect and identify those individuals who use and abuse illegal drugs and/or prescription drugs**

Outreach Services

- **Briefings and trainings for military and civilian personnel**
- **Outreach activities for school age children, dependents, retirees and Active Duty members through collaboration with IDS agencies**
- **Community outreach**
  - **Grade appropriate drug prevention education in local schools**
  - **Collaboration with the local Health Department, Tobacco Prevention Committee, Jackson County Community Health Action Team and various Public Health agencies**

DRUG-FREE WORKPLACE POLICY

- **Drug-Free Workplace Act of 1988**

- **AF Civilian employees must refrain from using illegal drugs and/or abusing prescribed drugs whether on or off-duty. Use of illegal drugs and/or abuse of prescribed drugs is inconsistent with the high standards of performance, discipline and readiness necessary to accomplish the AF mission.**

- **The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace.**

Civilian Drug Testing Policy

- **<u>ALL</u> civilian Air Force Employees are subject to drug testing**
  - **Random Drug Testing**
  - **Reasonable Suspicion**
  - **Following accident or safety mishap**
  - **Voluntary**
  - **Follow up counseling; rehabilitation**
  - **Consent**

Random Drug Testing

- **The Air Force will randomly test employees in positions that have been identified by Civilian Personnel as Testing Designated Position (TDP).**
- **Individuals whose specimen is MRO-verified as positive for the presence of an illicit drug without legitimate reason will immediately be temporarily reassigned and denied access to classified information. The employee must be removed from TDP.**
- **Upon consultation with the SJA and CPO, the squadron commander equivalent or higher may allow an employee to return to duty in a sensitive position, as part of an employee rehabilitation program, if the employee's return would not endanger public health or safety or national security (AFI 44-107, para 1.5.3.2.1.1)**

Testing Notification

- **Individuals must report to the Drug Demand Reduction (DDR) Office within the time allotted, listed on their notification letter, or they will be considered a failure to appear/comply.**

- **Failure to appear for testing without a deferral may be considered refusal to participate in testing and may subject an employee to the full range of administrative and/or disciplinary actions, including but not limited to removal (AFI 44-107, para 1.20).**

- **Employees must remain at the collection site until a specimen is provided. If the time needed exceeds the donor duty day, DDR staff will follow local CPO policies for extending the duty day.**

Failure to Appear for Testing

- **Exceptions to testing on the day of notification:**
  - **TDY, in leave status, quarters, flying or on crew rest**
  - **Shift workers or personnel who work alternative duty weeks with "weekends" during the regular duty week**
  - **Commanders and directorate heads may defer notification of selection of employees involved in mission critical tasks/functions, to a time/day when the employee is no longer engaged in the task/function. The employee *cannot* be notified until after his/her return to duty.**

- **Personnel with above exceptions will be tested their first day back to duty and must report within *ONE* hour of receiving notification.**

Difficulty Providing a Specimen

- **If the donor demonstrates an inability to provide a valid specimen after an initial attempt, the donor is given a reasonable amount of fluid to drink distributed reasonably through a period of *up to* 3 hours, or until the donor has provided a new sufficient amount of urine, whichever occurs first.**

- **If the donor refuses to drink fluids as directed or refuses to attempt to provide a urine specimen, the collection procedure is discontinued and a "refusal to test" is noted.**

What's in your Supplement?

Androsteneidione, otherwise known as "Andro" and the other anabolic precursor supplements listed below are illegal to purchase or use.

The following is a list of testosterone or testosterone-like precursor supplements that are anabolic and banned.

- androstanediol
- androstanedione
- androstenediol
- androstenedione
- bolasterone
- calusterone
- 1-dihydrotestosterone (1-Test)
- furazabol
- 13b-ethyl-17a-hydroxygon-4-en-3-one
- 4-hydroxytestosterone
- 4-hydroxy-19-nortestosterone
- mestanolone
- 17a-methyl-3b,17b-dihydroxy-5a-androstane
- 17a-methyl-3a,17b-dihydroxy-5a-androstane
- 17a-methyl-3b,17b-dihydroxyandrost-4-ene
- 17a-methyl-4-hydroxynandrolone
- methyldienolone
- methyltrienolone
- 17a-methyl-1-dihydrotestosterone (Methyl-1-Test)
- norandrostenediol
- norandrostenedione
- norbolethone
- norclostebol
- normethandrolone
- stenbolone
- tetrahydrogestrinone

If you have any questions on supplement use or general nutrition, please contact

The HAWC at 481-5013 or your PCM

Hemp Based Supplements

- **Studies have shown that products made with hemp seed and hemp seed oil may contain varying levels of tetrahydrocannabinol (THC), an active ingredient of marijuana which is detectable under the Air Force Drug Testing Program.**

- **In order to ensure military readiness, the ingestion of products containing or products derived from hemp seed or hemp seed oil is prohibited.**

Reasonable Suspicion Testing

- **A specific and fact based belief that an employee may have used illegal drugs, *on or off duty*, based on the following:**
  - **Direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug.**
  - **A pattern of abnormal conduct or erratic behavior.**
  - **Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking.**
  - **Information provided either by reliable and credible sources or independently corroborated.**
  - **Newly discovered evidence that the employee has tampered with a previous drug test. (1.5.3.3 Reasonable Suspicion)**

Reporting Suspicious Behavior

- If an employee is suspected of illicit drug use or in possession of drug paraphernalia, the appropriate supervisor will gather all information, facts, and circumstances, leading to, and supporting this suspicion.

- A supervisor in the employee's chain makes the determination, after coordination with the SJA, as to whether reasonable suspicion exists in any given case.

- The supervisor will notify the employee in writing of the requirement to provide a urine specimen (under direct observation). (AFI 44-107, para 1.5.3.3.2, 1.5.3.3.3)

Observations, Behaviors & Symptoms

- Constricted or dilated pupils
- Bloodshot eyes
- Odor of alcohol or marijuana
- Nervous
- Sleepy
- Confused
- Exaggerated Politeness
- Combative
- Excited
- Fatigued
- Uncooperative
- Poor Memory
- Fighting
- Slurred, Slow Speech, Rambling
- Falling , Staggering, Stumbling
- Profuse Sweating
- Slow Reactions
- Crying
- Tremors
- Constantly tardy or absent; excessive “emergencies”
- Excessive use of sick leave
- Patterns of absences : day after payday, Monday, Friday
- Missed deadlines and excessive excuses

Accident/Safety Mishap Testing

- **Employees will be subject to testing for evidence of illicit drug use, if the member's supervisor reasonably concludes an employee's conduct may have caused or contributed to an accident or safety mishap involving personal injury that requires emergency medical treatment, a fatality, or at least $2,000 in property damage.**

- **A supervisor in the employee's chain of command will gather all information, facts, and circumstances leading to and supporting this determination. The determination will be coordinated with a higher level supervisor in the functional chain of supervision, CPO, and a SJA representative (AFI 44-107, para 1.5.3.4).**

Consent Testing

- **After consultation with the SJA, a supervisor may ask any civilian employee to consent to provide a urine specimen for drug testing at any time. The consent must be knowing and voluntary.**

- **An employee who consents providing a urine specimen whose specimen tests positive for an illicit drug without a legitimate medical reason is not exempt from disciplinary action as defined in the Safe Haven Provision (AFI 44-107, para 1.5.3.7.).**

Rehabilitation (Follow-Up) Testing

- **All employees referred for counseling or treatment for illicit drug use will be subject to unannounced testing for a minimum of one year from the time of initiated rehabilitation services.**

- **Frequency and duration of testing will be determined by the Civilian Rehabilitation Team or as stipulated in an abeyance (last chance) agreement. (AFI 44-107, para 1.5.3.6)**

Voluntary Testing

- **Employees <u>not</u> in TDP may volunteer for unannounced random testing by notifying CPO. CPO must, in turn, notify DDR staff.**

- **Volunteers will be included in the pool of TDP subject to random testing and be subject to the same conditions and procedures as outlined for TDP random testing.**

- **An employee who volunteers for the random testing program will remain in the TDP pool until the employee withdraws from participation by the notifying CPO. Employees must notify CPO of intent to withdraw at least 48 hours prior to being scheduled for a random test.**

Safe Have Provision

- **Disciplinary action for illicit drug use will *not* be initiated for any employee who meets ALL four of the following conditions:**
  - **(1) voluntarily identifies self as a user of illicit drugs *prior* to being notified of the requirement to provide a specimen for testing or being identified through other means**
  - **(2) obtains and cooperates with appropriate counseling or rehabilitation**
  - **(3) agrees to and signs a last chance or statement of agreement and**
  - **(4) thereafter refrains from illicit drug use. This does not preclude disciplinary action for the other misconduct, i.e., possession of drugs or drug paraphernalia (AFI 44-107, para 1.28.)**

Disciplinary Actions

- **Supervisors are required to take appropriate action against any employee found to use illicit drugs in coordination with CPO. Procedures must be consistent with applicable collective bargaining agreements and Air Force and DoD Policy.**

- **Management will propose action to remove an employee for any one of the following:**
  - **(1) Refusing to obtain counseling or treatment as required by EO after having been found to engage in illicit drug use**
  - **(2) Continued illicit drug use after a first offense of illicit drug use**
  - **(3) Altering/substituting or attempting to alter/substitute a urine specimen for their own or that of another employee**
  - **(4) Failure in a mandated and/or agreed upon medically approved drug rehabilitation program (AFI 44-107, para 1.27.).**

Employee Counseling and Assistance

- **Civilian employees will be provided a one-time mandatory assessment and referral appointment through EAP or ADAPT. At the employee's expense, the mandatory assessment and referral appointment can be conducted by other appropriate health care providers.**

- **Follow-on counseling services, if needed, can be provided through the installation EAP, ADAPT (on space available as fee for service), or other appropriate private health care service providers**

- **Military –based counseling and/or treatment services may be provided on a space available, reimbursable basis depending on the eligibility status of the employee and IAW HHS/TRICARE guidelines (AFI 44-107, para 2.1.).**

Confidentiality and Records Maintenance

- **AFCDTP records will be maintained IAW all applicable Federal laws, rules and regulations regarding confidentiality of records, including the Privacy Act, 5 U.S.C. 552a, and 42 C.F.R., Chapter 1, Subchapter A, Part 2.**

- **For the mandatory initial assessment, the employee will be advised that their supervisor will be notified of the employee's attendance and departure time from the interview.**

- **The employee will be given the option to sign a Consent for Release of Patient Information. Doing so will allow for the treatment provider to report progress to the supervisor. The information may then be considered in deciding on continued assignments to TDPs and other sensitive positions. (AFI 44-107, para 2.4.).**

Limits to Confidentiality

- **Disclosure of child abuse, elder abuse and serious threats of harm to self or others or homicide or suicide as dictated by state law.**

- **It is at the discretion of the employee to share their treatment and rehabilitation status with coworkers.**

A Safer, Drug-Free Workplace

- **Recognize the impact of alcohol and drug abuse on the workplace**
- **Understand and follow the Drug-Free Workplace Policy**
- **Remember the types of assistance available**
- **Access DOL's Working Partners Web Site www.dol.gov/workingpartners**

Contact Information

- **Drug Demand Reduction Program Manager**
  - **Donna Butte – 481-5998**
- **Drug Testing Program Administrative Manager**
  - **Katie Adkins – 481-5118**

- **ADAPT**
  - **TSgt Delapaz and TSgt Gutierrez – 481-5376**

- **Civilian Personnel Office**
  - **Jane Shank – 471-0885**

- **Legal**
  - **Capt Stuard – 481-7294**